

# After-Hours Reservation Request Form & Agreement

## Event Information

Requested Date \_\_\_\_\_ Time \_\_\_\_\_

## Contact Information

Contact's Name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Contact's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Main Contact Date of Birth \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## Event Details

**Type of Event** (i.e. Birthday Party, Reunion, Family/Company/Church Picnic, Graduation Party):

\_\_\_\_\_

**Expected Number of Guests:** Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FOR OFFICE USE ONLY

#### Reservation Complete

Reservation has been booked.

STAFF INITIALS \_\_\_\_\_

DATE \_\_\_\_\_

#### Additional Rental Items

Additional rental items have been ordered for this event. See attached rental agreement.

STAFF INITIALS \_\_\_\_\_

DATE \_\_\_\_\_

#### Confirmation Call (One week before event)

Confirmation call completed.

STAFF INITIALS \_\_\_\_\_

DATE \_\_\_\_\_



### Blackberry Farm

100 S. Barnes Road, Aurora 60506

Holly Wiggins: [blackberryreservations@fvpd.net](mailto:blackberryreservations@fvpd.net)

630-892-1550 • Fax 630-892-1597 • [foxvalleyparkdistrict.org](http://foxvalleyparkdistrict.org)



# After-Hours Reservation Request Form & Agreement

## After-hour Reservations (2 hour minimum)

Monday to Friday: 3:30 to 10 p.m. / Saturday & Sunday: 5 to 10 p.m.

Basic Reservation	Rates	Number of Hours	Total
<input type="checkbox"/> Rental Fee	\$100 per hour		
<input type="checkbox"/> Security Fee	\$35 per hour per officer (To be determined by Facility Manager)		
<input type="checkbox"/> Alcohol Fee	\$100 per event	Flat Fee	

Requested Shelter / Picnic Area	General Rates Per Hour		Non-profit, Government & School Rates Per Hour		Number of Hours	Total
	Resident*	Non-resident	Resident*	Non-resident		
<input type="checkbox"/> Performance Pavilion Seats up to 100 guests; 26 round tables (3 ft.)	\$60	\$90	\$40	\$60		
<input type="checkbox"/> Boat House Shelter Seats up to 40 guests; 9 round tables (3 ft.)	\$30	\$45	\$20	\$30		
<input type="checkbox"/> Picnic Area 1 Seats up to 256 guests; 32 picnic tables	\$40	\$60	\$25	\$40		
<input type="checkbox"/> Picnic Area 2 Up to 144 guests; 24 picnic tables	\$25	\$40	\$15	\$25		
<input type="checkbox"/> Picnic Area 3 Up to 84 guests; 14 picnic tables	\$25	\$40	\$15	\$25		
<input type="checkbox"/> Picnic Area 4 Seats up to 320 guests; 40 picnic tables	\$40	\$60	\$25	\$40		

Guests	Rate	Total
1-499	Included in rental	
500-999	\$250	
1,000+	\$500	

Additional Rental Items	Rate	Quantity	Total
Rides (2 hour minimum) <input type="checkbox"/> Train <input type="checkbox"/> Carousel <input type="checkbox"/> Wagon <input type="checkbox"/> Paddle Boats	\$100	# of hrs:	
Charcoal Grill (charcoal not included)	\$25	Flat Fee	
8 ft. Table	\$10		

<b>Subtotal</b>	
<b>Refundable Deposit</b>	<b>\$100</b>
<b>Total Due</b>	

### Secure Your Reservation

To secure your reservation, please send the following items to Blackberry Farm:

- Request Form, Agreement & Guidelines
- \$100 Refundable Deposit

If needed and/or requested:

- Certificate of Insurance
- 501(c)3 Form

Full payment is due 7 days before your event. A receipt and confirmation will be emailed once the reservation has been processed. Checks should be made to Fox Valley Park District. To pay by credit card, please call 630-892-1550.

\*To qualify for the resident rate, the renter must reside in Aurora, Montgomery, North Aurora or Sugar Grove.

Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## These guidelines must be signed and submitted to secure your reservation



### Deposit & Payment

A \$100 damage deposit is required to secure the reservation.

The balance of payment is due via check or credit card 7 full days prior to the event.

- Failure to pay the balance in advance will result in reservation cancellation.
- Violation of any of the below guidelines may result in the forfeiture of the deposit.

### Cancellations & Refunds

- Cancellations must be made at least 14 full days in advance of the event to receive a full refund.
- Cancellations made less than 14 days in advance forfeit the \$100 deposit.
- Blackberry Farm is open rain or shine. Weather-related cancellations and refunds are handled on a case-by-case basis.

### Arrival / Departure

- Please be sure that the reserved area is cleaned up, garbage is placed in the garbage cans and that the area is vacated by guests at the conclusion of the event.

### Admission & Visit

- Please advise your guests to check in at the event gate on the northeast side of the parking lot.
- Amplified music or use of a loud speaker must have prior approval from the facility manager. Music and speaker usage is not permitted before 8 a.m. or after 10 p.m.
- Rental of a tent, or the arrival of vendors outside of rental hours will result in additional charges.

### Food & Alcohol

- Personal grills are not permitted in Blackberry Farm, but can be rented for a fee.
- Food prepared by a vendor on site requires a Certificate of Insurance and Health Permit.
- Alcohol is only permitted to guests ages 21 and up during after-hour rentals and requires a \$100 alcohol fee. Special permitting may be required.

### Safety Reminders

- For the safety of our ponies, pony rides do not operate in the rain.
- For the safety of our guests, if there is lightning or thunder in the area, all rides will be shut down.
- Vehicles are not permitted in the park unless approved by the facility manager.
- Picnic tables should not be moved from their set location unless approved by the facility manager.

### Vendors

Please list all vendors that you will be using during your event.

All vendors used for your event need to be submitted to Blackberry Farm to determine insurance requirements.

<b>Moon Jump:</b>	<b>Tents &amp; Party Equipment:</b>
<b>Entertainment:</b>	<b>Portable Restrooms:</b>
<b>Food Service:</b>	<b>Other:</b>
<b>Beverage Service:</b>	
<b>Certificate of Insurance is required for vendors not included on the Fox Valley Park District Registered Vendor list.</b>	
<input type="checkbox"/> My vendor(s) is a FVPD Registered Vendor- no Certificate of Insurance required.	
<input type="checkbox"/> My vendor(s) is not a Registered Vendor- Certificate of Insurance is attached.	

**I agree to abide by all terms and conditions set forth in the Rental Guidelines Agreement and that failure to adhere to these regulations will incur financial penalties and possible legal actions.**

Please read this carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the District, including its officials, agents, program instructors, volunteers and employees. I hereby authorize and give my consent to the District to photograph/video my child (or me), and without limitation, to use such photographs/video in connection with promoting/advertising the services, programs, and facilities of the District, without consideration of any kind. I have read and fully understand the above important information, warning of risk, assumption of risk, waiver and release of all claims, and photo/video authorization. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

**Contact's Name** \_\_\_\_\_ **Date of Event** \_\_\_\_\_

**Contact's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_